



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

INFORMATIONAL LETTER NO.1491

DATE: March 30, 2015

TO: Iowa Medicaid Targeted Case Managers (TCM) and Intermediate Care Facilities for Persons with Intellectual Disability (ICF/ID)

FROM: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: Supports Intensity Scale® and Off-Year Assessment Reports for Individuals with Intellectual Disability (ID).

EFFECTIVE: May 1, 2015

The Supports Intensity Scale® (SIS) and Off-Year Assessment are initial and annual assessments completed by Telligen as part of the annual determination of level of care for individuals with ID. Assessors who complete these assessments have been emailing them to the member's TCM or to the member's ICF/ID. Beginning May 1, 2015, these reports will be available through the Iowa Medicaid Portal Access (IMPA) system and will not be emailed. This change is being made to improve the ability to maintain the security of the assessment results and protected health information.

The TCM and ICF/ID must request access to the IMPA system to view the SIS and Off-Year Assessment reports. Once access has been granted by the IME, the TCM or facility representatives will be able to view and download documents that the Core Standardized Assessments (CSA) assessor has uploaded in the IMPA system for individuals receiving services through the Intellectual/Disability Waiver or through an ICF/ID. To request access to the workflow for the assessment reports TCMs and ICF/IDs will need to complete the [CSA Document Access Request for the IMPA System](#)¹.

Once access to the IMPA system has been granted, the TCM or ICF/ID staff member will need to log into the system at:

[https://secureapp.dhs.state.ia.us/imp/\(\(S\(24tm2nzpjatoya1wv2cflrw\)\)\)/Default.aspx](https://secureapp.dhs.state.ia.us/imp/((S(24tm2nzpjatoya1wv2cflrw)))/Default.aspx).

Once logged into IMPA, the user will take the following actions:

- Hover over File then select Upload File
- Click on CSA
- Enter the member's state identification (ID) number and click on Search
- Select the document type from the drop down menu
- Click on View Documents
- Click on Select on the appropriate line within the grid

¹ <https://dhs.iowa.gov/sites/default/files/470-5324.pdf>

Examples of document types are:

- SIS Family Friendly Report
- SIS Long Report
- Off-Year Assessment
- Emergency Needs Assessment

The member's assessment report will be uploaded within five business days of completion of the assessment. If an assessment is not found, please email DHSCoreStandardizedAssessments@dhs.state.ia.us with the member's name, state ID and type of assessment. Once the TCM or ICF/ID has saved the report on their own document system, the TCM or ICF/ID may leave the report in IMPA or delete it.

If you have any questions, please contact the IME Provider Services Unit at 1-800-338-7909, or locally in Des Moines at 515- 256-4609 or by email at imeproviderservices@dhs.state.ia.us.